



## PART A: STAGE 1: EXPRESSION OF INTEREST - PROPOSAL DETAILS

Services Requested:	Stage 1: Expression of Interest for the Development and Delivery of Compulsory Element 2: Electives offered under the ARMS Established Level Accreditation Program for 2023.
Contact Person:	Ms Maria Zollo, ARMS Chief Operating Officer
Proposal Closing Date:	5 PM AEST, Friday, August 12, 2022
Proposal Delivery Method:	Email Stage 1: Expression of Interest Proposal Application Form to: <a href="mailto:ARMSAccreditation@researchmanagement.org.au">ARMSAccreditation@researchmanagement.org.au</a>
Enquiries to:	<a href="mailto:ARMSCOO@researchmanagement.org.au">ARMSCOO@researchmanagement.org.au</a> or telephone +61 8 8201 2525

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## 1. PRELIMINARY

### 1.1. Definitions

In this request for Proposal, unless it is stated to the contrary:

**Accreditation Council** oversees quality standards of module content and delivery agents and provides a measure of independence from the ARMS Board over accreditation recommendations.

**Addendum** means a notice issued by ARMS that amends any of the Proposal Conditions.

**Advanced Level Accreditation Program or ALAP** means the ARMS Advanced Level Accreditation Program offered to ARMS members who have attained ELAP level.

**Applicant** means a person submitting a Proposal in response to this Request for Proposal or as the context may require, a person who has been given this Request for Proposal.

**ARMS** means the Australasian Research Management Society ABN 57 334 849 485

**Business Day** means a day other than a Saturday, Sunday or Public holiday in South Australia.

**Contact Person** means the contact person described in the Proposal Details.

**Established Level Accreditation Program** means the ARMS Accreditation Program offered to ARMS members at the Established level.

**Education and Professional Development Committee is an ARMS Standing Committee responsible for** overseeing the development, promotion, operational management and delivery of the Society's Accreditation Program (Foundation, Established and Advanced) and other professional development activities to serve the needs of the members.

**Foundation Level Accreditation Program** means the ARMS Accreditation Program offered to ARMS members at the Foundation Level.

**Process** means the Request for Stage 1 Proposal process.

**Stage 1: EXPRESSION OF INTEREST - Proposal** means a proposal lodged in accordance with this Request for Stage 1: Expression of Interest - Proposal.

**Stage 2: Proposal** means Applicants shortlisted by the Society to submit a full proposal – Stage 2: Proposal.

**Proposal Closing Date** means the proposal closing date and time (being AEST) set out in the Stage 1: Expression of Interest- Proposal Details.

**Proposal Application Form** means the Proposal Application Form set out in Annexure A.

**The ARMS Board** means the governing body of ARMS which is responsible for the control and direction of the Society including its committees and publications.

**The Society** means the Australasian Research Management Society ABN 57 334 849 485

**Request for Stage 1: Expressions of Interest - Proposal** means this Request for Proposal comprising

Part A: Stage 1: Expressions of Interest - Proposal Details

Part B: Stage 1: Expressions of Interest - Proposal Conditions

**Annexure A: Stage 1: Expressions of Interest - Proposal Application Form**

## 2. BACKGROUND

[The Australasian Research Management Society \(ARMS\)](#) is the professional association for Research Management Professionals<sup>1</sup> across the Australasian region including Australia, New Zealand, Pacific Islands and Singapore. The Society values equity and diversity in the profession of research management; a strong and vibrant profession; high standards of research governance including the uncompromising protection of the integrity and ethics of research; and the profession of research management as integral to the research enterprise.

ARMS is a member of the International Network of Research Management Societies (INORMS) and through this network, has established strong links with other international research management societies [www.inorms.net](http://www.inorms.net)

ARMS comprises over 3600 members from universities, independent research institutions, government and health research organisations from across the Australasian region including Australia, New Zealand and Singapore. The Society has Special Interest Groups convened around communities of specific research management issues. It is governed by a Board with each Chapter also having local leadership groups – see [www.researchmanagement.org.au](http://www.researchmanagement.org.au) for a full listing of Chapters, Committees and Special Interest Groups as well as details of governance and the ARMS Strategic Plan Towards 2025 is available at [https://www.researchmanagement.org.au/sites/default/files/uploaded-content/website-content/revised\\_strategic\\_plan\\_towards\\_2025.pdf](https://www.researchmanagement.org.au/sites/default/files/uploaded-content/website-content/revised_strategic_plan_towards_2025.pdf)

In fulfilling its aim of enabling global research excellence, ARMS runs a successful international conference annually supplemented by a number of local Chapter and other events throughout the year.

### 2.1. Foundation Level Accreditation Program or FLAP

An additional important element in the ARMS Professional Development Program has been the delivery of a Foundation Level Accreditation Program comprising 20 modules of learning. These modules are designed for:

- (a) Persons new to research management, i.e., 1-3 years' experience.
- (b) Those with longer experience but wishing to refresh their knowledge; and
- (c) Those who may have specialised in one specific area of research management but wish to broaden their knowledge in other areas.

Further details of the modules are given under the Accreditation tab at <https://www.researchmanagement.org.au/arms-foundation-level-accreditation-program-flap>

To achieve accreditation at the Foundation Level, candidates are required to attain 25 Accreditation points. After completing and passing three compulsory and two elective modules they are then invited to complete a case study based on scenarios that they may confront as a practicing Research Management Professional. Since the introduction of the FLAP in September 2013 there have been over 500 members who have completed all requirements and being accredited as Accredited Research Managers (Foundation) or ARM(F). <https://www.researchmanagement.org.au/accredited-members>

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<sup>1</sup> Research Management Professionals are defined as individuals who provide strategic, management, technical, administrative, or clerical assistance to support the research endeavour.

The quality and standards of the Foundation Level Accreditation Program are overseen by an independent [Accreditation Council](#) chaired by an ex Deputy Vice Chancellor (Research) and comprising senior representatives from government agencies, university research offices and ARMS.

## 2.2. Established Level Accreditation Program or ELAP

The Established Level Accreditation Program is designed for mid-to senior Research Management Professionals who wish to enhance their leadership, management, and content skills to become more effective research leaders or senior academics and professional staff who are transitioning into a senior Research Management role.

The Program comprises of a mix of taught materials, group discussions and written assignments. Successful conclusion of the ELAP occurs when candidates have attained *100 Accreditation points* which then allows participants to be designated Accredited Research Management (Established) or ARM(E).

Under this program, candidates may select from a variety of ARMS professional development offerings to achieve their required 100 points, noting that the following are **compulsory elements** of the ELAP:

- Compulsory Element 1: Leadership, Management and Strategic Thinking - A comprehensive Group Learning (equivalent to eight (8) 2-hr sessions) workshop which focuses on leadership, management, and strategic thinking skills. This program is assessed and has a value of thirty (30) assessed points.
- Compulsory Element 2: Three (3) electives - (equivalent to one day contact) from a selection of specialist areas providing deeper knowledge of the topic chosen, and implementation of a research management setting. Each elective is assessed by an authorised Service Provider and has a value of ten (10) assessed points.
- Compulsory Element 3: Attendance and participation in a minimum of nine (9) 1-hour, regularly scheduled, group learning discussions. This element of the program is non-assessed and will accrue nine (9) non-assessed points.

At the conclusion of the Established Level Accreditation Program, candidates also have the option of attaining accreditation at the highest level offered by ARMS Advanced Level Accreditation or ALAP which will involve candidates needing to attain 150 Accreditation points through professional development programs, including 100 ELAP points and an additional 50 points from completing a capstone workplace-based assignment. Full details about the ALAP are available at <https://www.researchmanagement.org.au/advanced-level-accreditation-program>

## 3. TYPES OF ELECTIVES

In this call for Stage 1: Expression of Interest - Proposal, ARMS is seeking Stage 1: Expressions of Interest from subject experts to develop and deliver content for a new suite of education and training electives for delivery in 2023. Such elective topics will not form part of the newly released [ARMS Established Level](#)

[Accreditation Program](#) (ELAP) but may also be taken by ARMS members who are not enrolled in the ELAP, but seek to expand their skills and knowledge on a particular subject area(s).

Under this call for Stage 1: Expressions of Interest - Proposals, the Society has not identified specific elective topics it would wish subject experts to tender for. Instead, elective topic ideas are being canvassed which reflect the range of activities currently undertaken by mid-senior Research Management Professionals.

ARMS' membership spans Australasia including Australia, New Zealand, and Singapore and therefore elective topics must align with national and international trends in research management and appeal to members in these regions.

It is anticipated *that each elective will be delivered to candidates online via Zoom and will equate to approximately 7.5 contact hours of delivery.* Electives can be delivered over multiple days.

As a guide only, Electives currently offered include:

- Research Impact: Assessing the Societal Benefit of Research.
- Advanced Clinical Research Management.
- Business Process Improvements in Research Management.
- Development of Institutional Research Talent.
- Data Driven Research Improvement - Evidence based analysis of research performance, including bibliometric analysis of publication data, strategic management of research performance, national and international ranking schemes.
- Securing International Research Funding

### **3.1. Proposal Price**

ARMS will pay the successful Applicant an upper limit of AUD \$5,500 GST inclusive for the first delivery of the approved Elective including development of the Elective content (i.e., pre-reading materials and a reference list for participants); including the development and marking of a short post-elective assessment.

The successful Applicant will then receive AUD\$2,750 (GST inclusive) each time the Elective is scheduled to be delivered, including marking of a short post-elective assessment.

Successful Applicants will be granted exclusive delivery rights for the agreed elective(s) for a term to be negotiated with ARMS, subject to satisfactory performance.

Payment will be made upon delivery of the Elective(s) to a cohort of participants. It is anticipated that each Elective will be delivered to approximately 1-2 cohorts per annum.

Payment will be made as Electives are delivered, not in advance during the development phase.

Applicants should consider this in developing their own financial models.

## **4. FORM AND METHOD OF STAGE 1: EXPRESSION OF INTEREST - PROPOSAL**

### **4.1. Request for Stage 1: Expressions of Interest - Proposal**

ARMS invites the Applicant to submit a Stage 1: Expression of Interest- Proposal to undertake the services set out in the Stage 1: Expression of Interest - Proposal Conditions.

Successful Applicants will be expected to develop a Stage 1: Expression of Interest- Proposal for **Compulsory Element 2 of the ARMS ELAP program. Stage 1: Expressions of Interest-Proposal is due by 5 PM AEST, Friday, 12 August.** Refer to the timelines in Section 5.4. These timelines provide an opportunity for both the ARMS Education and Professional Development Committee (EPDC) to review and assess Stage 1: Expressions of Interest - Proposals and for the ARMS Accreditation Council to assess and approve the final content provided by Applicants short-listed for Stage 2.

#### **4.2. Format and Contents of Stage 1: Expression of Interest - Proposal**

Applicants (Individuals or Groups), submitting Stage 1: Expression of Interest- Proposal, outlining, on a prescribed template (Refer to Annexure A: Stage 1 Proposal Application form) the following:

- Full trading name, address, and contact details.
- A minimum of five years demonstrated specialist knowledge and expertise relevant to the development of the proposed elective.
- Previous experience developing and/or delivering topics in this area.
- The proposed title and elective including a brief description.
- An understanding of the needs of the research management community and how the topic area will be tailored to this community.
- Brief description of the likely post-workshop assessment.
- Details of past service to the ARMS community and/or expected future service to the ARMS community.
- Names and contact details of two referees who may be contacted by ARMS: and

#### **4.3. Completeness of Stage 1: Expressions of Interest- Proposal**

If the Proposal does not include all the information in the format required by the Request for Stage 1 Proposal or is incomplete in any way, that Stage 1: Expression of Interest - Proposal may not be considered or may be assessed solely on the information received.

#### **4.4. Contact Person**

The only person authorised by ARMS to communicate with the Applicant is the Contact Person. Therefore, the Applicant cannot rely on communication with any other person. Any communication with the Contact Person must be in writing (including email) and addressed to the Contact Person (refer to Part A – Stage 1: Expression of Interest – Proposal Details).

#### **4.5. Method of Lodgement**

All Proposals are to be submitted by the Stage 1: Expressions of Interest - Proposal Closing Date stipulated in Part A – Stage 1: Expressions of Interest – Proposal Details. Applications are to be submitted via email in PDF to [ARMSAccreditation@researchmanagement.org.au](mailto:ARMSAccreditation@researchmanagement.org.au)

Late Stage 1: Expressions of Interest- Proposals will be regarded as non-complying Proposals and may not be accepted by the Society (although ARMS reserves the right, in its absolute discretion, to accept a late Proposal).

## **5. STAGE 1: EXPRESSIONS OF INTEREST - PROPOSAL ASSESSMENT**

Applications will be assessed by the ARMS Education and Professional Development Committee in the first instance. Shortlisted Stage 1: Expressions of Interest- Proposals will be invited to submit a more detailed Stage 2 Proposal and will be assessed by the ARMS Accreditation Council.

### 5.1. Stage 1: Expressions of Interest - Proposal Assessment Criteria

Based on the information in Section 3, a Stage 1: Expression of Interest- Proposal is required which:

- Provides demonstrated understanding of the needs of ARMS.
- Demonstrates the appropriateness of the delivery Applicant proposes.
- Provides a detailed timing schedule, noting that this elective will be delivered online via Zoom over multiple time zones.
- Details the staff and other resources to be made available.
- Details the type of information that the Applicant would require ARMS to provide; and
- Details any other matter of relevance.

The table below details the Proposal Assessment Criteria:

Criteria	Comment	Proposed Weight
Capability	Ability to deliver the Elective, track record of Applicant. Assessed against strength of provision of case studies, referees and response to Stage 1 Proposal Assessment Criteria.	40%
Relevance	Appropriateness and relevance of Elective topic	40%
Reputation	Reputation of Applicant and track record – illustrated by impact of past activities through citation of examples	20%

ARMS reserves the right to conduct referee checks for any shortlisted Stage 1: Expression of Interest - Proposals.

### 5.2. Stage 1: Expressions of Interest - Proposal Validity and Assessment Period

Stage 1 Proposals may be kept open for consideration during the Proposal Validity and Assessment Period, i.e., 4 July – 7 October 2022.

Proposals may only be withdrawn during the Proposal Validity Period with the consent of ARMS.

ARMS will assess each Stage 1: Expression of Interest- Proposals within the Proposal Validity and Assessment Period, i.e., 4 July – 7 October 2022.

### 5.3. Clarification

Where matters of significance make it necessary to amend any part of this Request for Stage 1 Proposal prior to the Proposal Closing Date, the amendments shall be advised as an “Addendum” forwarded by (or on behalf of) ARMS to Applicants, such Addendum may result in a change to the Proposal Closing Date as advised by ARMS.



## 5.4 Timing

### Activity

Open call for Stage 1: Expressions of Interest- Proposals  
Close of Stage 1: Expression of Interest- Proposals  
Stage 1: Expression of Interest- proposals assessed by the EPDC  
Stage 2: Proposals invited to successful Applicants  
Stage 2: Proposals submitted for final assessment  
Accreditation Council meeting to assess Stage 2 Proposals  
Notification to candidates – including contracts  
Scheduling of electives for 2023.

### Timeline

4 July 2022  
12 August 2022  
w/c 15 August 2022  
w/c 22 August 2022  
16 September 2022  
7 October 2022  
1 November 2022

## 5.5 Acceptance of Stage 1: Expressions of Interest - Proposal and Stage 1 Proposal Negotiations

ARMS is not obliged to accept any Stage 1: Expression of Interest- Proposal.

ARMS reserves the right not to accept any proposals.

ARMS is not obliged to give any reasons for its selection or abandonment of this Process.

## 5.6 Short-Listing

The Education and Professional Development Committee (EPDC) of ARMS will review all Stage 1 Proposals received by the Proposal Closing Date as stipulated in Part A – Stage 1: Expression of interest – Proposal Details. It will then determine which Applicants it may wish to invite to prepare a Stage 2 proposal as its best fit against the evaluation criteria.

## 5.7 Confidentiality

Information supplied by or on behalf of ARMS is confidential to ARMS and Applicants are requested to maintain its confidentiality. Conversely, ARMS also understands the need to keep aspects of the Applicant proposal confidential but reserves the right to disclose some of the contents only for the purpose of evaluation of that Stage 1: Expressions of Interest -Proposal.

## 5.8 Intellectual Property

ARMS owns the Intellectual Property Rights in this Request for the Stage 1: Expressions of Interest - Proposal and any other documents provided in connection with this process. ARMS also owns the Intellectual Property for all training materials developed in relation to the delivery of the elective.

## 5.9 Contract Arrangements

Successful Applicants will be required to enter a contract with ARMS agreeing the proposal price, deliverables and delivery timeline. Successful Applicants will be granted exclusive rights to deliver the elective, subject to satisfactory performance, for a period of three years.

## 5.10 Cost and Preparation of Stage 1: Expressions of Interest -Proposal

Each Applicant is responsible for the cost of preparing and submitting its Proposal and any other costs arising out of this process.